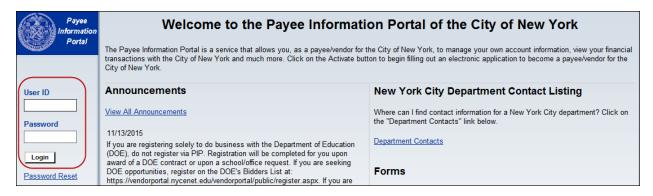
Guide to Update Contact Email on Default Ordering Address in PIP

To receive solicitations to bid from the City of New York, a valid Ordering address type with a valid Contact and Email address is necessary. This must be the **Default** Ordering address for your PIP account.

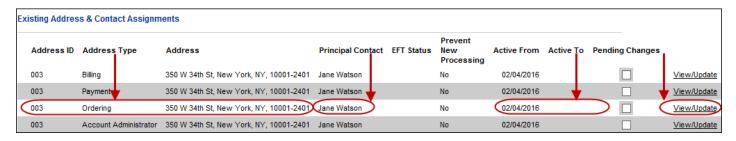
To view your Ordering address and add an Email address if needed, login to PIP at https://a127-pip.nyc.gov.



1. Click the Addresses & Contacts tab.



2. Find the Ordering Address. Confirm it has a valid Contact associated and that it has no Active To date.



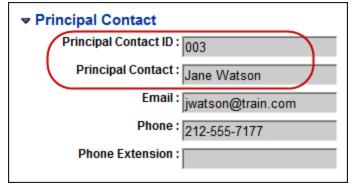
3. Click the View/Update link for this address to confirm if it is the Default and to see the Contact ID associated with it.



The default address will have a checkmark next to **Default Record**.

4. Click **Principal Contact** to view the **Principal Contact ID**, **Principal Contact Name and Email** address associated with this default Ordering Address.

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5. If the **Email** is incorrect, note the **Principal Contact ID** and **Principal Contact** name.

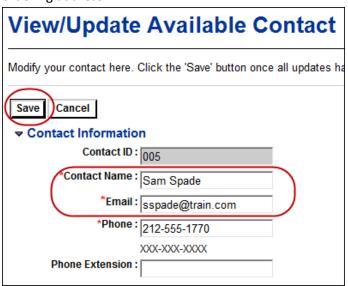
Note: If the **Email** is correct, you do not need to make any changes.

6. Click the **Cancel** button to return to the **Existing Address & Contact Assignments** page.

7. Scroll down to see the **Update Contacts** section of the page:



8. Click **View/Update** link to change the Contact Name and/or Email address for the contact associated with the default ordering address.



- 9. Change the **Contact Name** and/or the **Email** as needed.
- 10. Click the Save button.

11. PIP returns to the Existing Address page, where you will see a checkmark under Pending Changes.



These changes will update your PIP account on the next business day. You can click **View/Update** during the same business day if further updates are needed. Click **View Pending Changes** on the same business day to view the changes.

Note: If the valid Ordering Address is not checked as the Default Record, you need to delete the checkmark on the current Ordering Address Default Record. Then wait until the next business day for PIP to be updated, at which point you can View/Update the valid Ordering Address and click the Default Record.

Refer to PIP Activation eLearning #3 - Account Maintenance on the PIP homepage for additional instructions.

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